



**Job Title: Property Manager**

**Location: Villa Nueva Vista Springfield MA 01107**

**Hours: Full-time**

**Job Description:**

HallKeen Management has an opening for a full-time Property Manager to manage a 110 Project Based Section 8 property located in downtown Springfield.

**Primary Function:**

The Property Manager is responsible for overall care and maintenance of the property and its residents, duties include, but not limited to: collecting and depositing rent, TRACS transmissions, recertification process, marketing, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on tenant relations. Attention to detail and ability to work independently and with staff on assignments is necessary.

**Knowledge and Skills:**

Bachelor's degree and/or equivalent property management experience with proven supervisory capabilities and proven administrative skills. Must be proficient in Microsoft Word, OneSite, Outlook, and Excel.

Qualified candidates must have a minimum of 3+ year's residential property management experience and COS and/or equivalent HUD designation, be detail oriented, be knowledgeable of Section 8 program requirements, EIV, TRACS, financial reporting, as well as have excellent written and verbal communication skills.

**Candidate must be bilingual and able to read, write and speak Spanish proficiently.**

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Charlotte Lewis at [CLewis@hallkeen.com](mailto:CLewis@hallkeen.com)**